

**BOARD OF PARDONS AND PAROLES
JOB DESCRIPTION**

POSITION TITLE: PAROLE OFFICER V -
Regional Institutional Parole Office Supervisor

SALARY GROUP: B20

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Tracy Long DATE: 11/10/2015

POSITION #: 064082

I. JOB SUMMARY

Performs highly advanced parole administration and supervision work for the Institutional Parole Office (IPO). Work involves reviewing and approving parole supervision activities, parole investigations, and parole release plans and reports; coordinating case assignments; conducting case analyses; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, schedules, and supervises the activities of regional staff within an assigned regional area to ensure compliance with agency policies, procedures, and objectives; reviews case reports and findings submitted by parole officers; and directs parole officers in developing new sources of information and improving casework techniques.
 - B. Plans, implements, coordinates, monitors, and evaluates regional operations; develops and implements operating policies and procedures; conducts investigations of highly confidential cases; and approves actions and reports of parole officers.
 - C. Directs the preparation of training and operational manuals, educational materials, and information programs; and develops and maintains training programs.
 - D. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
 - E. Plans, assigns, and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Counseling, Social Work, Psychology, Sociology, or a related field preferred.
2. Seven years full-time, wage-earning case management or case processing experience in the criminal justice or social services fields, to include four years in the supervision of employees.
3. Parole officer experience preferred.
4. Computer operations experience preferred.
5. Must possess a valid state driver license.

Must maintain valid license(s) for continued employment in position.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles of criminology and penology.
2. Knowledge of the principles, methods, techniques, and practices of parole case management.
3. Knowledge of the psychological concepts of behavior, social adjustment, and emotional stability.
4. Knowledge of state and federal laws, rules, regulations, and statutes regarding pardons and paroles.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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6. Skill to develop, review, and make recommendations on case documentation.
7. Skill to conduct investigations.
8. Skill to review technical data and prepare technical reports.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
10. Skill to interpret and apply rules, regulations, policies, and procedures.
11. Skill to communicate ideas and instructions clearly and concisely.
12. Skill to plan work in order to meet established guidelines.
13. Skill in problem-solving techniques.
14. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, and automobile.